

Contract User Guide for OFF39

OFF39: Postage and Mail Processing Equipment, Accessories, Service & Supplies

UPDATED: 06/18/2018

Contract #:	OFF39
MMARS MA #:	OFF39PURCHASE*, OFF39SERVICE*, OFF39LEASE*
Initial Contract Term:	11/03/2015 to 11/20/2020
Maximum End Date:	Five 1- year extensions to 2020
Current Contract Term:	11/03/2015 to 11/20/2020
Contract Manager:	Betty Fernandez – 617-720-3133 Betty.Fernandez@mass.gov
UNSPSC Codes:	44-10-21 Mail Machines

*The asterisk is required when referencing the contract in the Massachusetts Management Accounting Reporting System (MMARS).

Table of Contents:

(NOTE: To access hyperlinks below, scroll over desired section and CTL + Click)

- [Contract Summary](#)
- [Contract Categories](#)
- [Benefits and Cost Savings](#)
- [Find Bid/Contract Documents](#)
- [Who Can Use This Contract](#)
- [Subcontractors](#)
- [Construction Requirements](#)
- [Pricing, Quotes and Purchase Options](#)
- [Instructions for MMARS Users](#)
- [Environmentally Preferable Products](#)
- [Contract Exclusions and Related Statewide Contracts](#)
- [Emergency Services](#)
- [Shipping/Delivery/Returns](#)
- [Additional Information/FAQ's](#)
- [Performance and Payment Time Frames Which Exceed Contract Duration](#)
- [Strategic Sourcing Team Members](#)
- [VENDOR LIST AND INFORMATION](#)
- [Appendix A:](#)

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Updated: 06/18/2018

Page 1 of 9

Contract User Guide for OFF39

TIP: To return to the first page throughout this document, use the CTL + Home command.

Contract Summary

This is a Statewide Contract for Postage and Mail Processing Equipment, Accessories, Service & Supplies. This contract is for the acquisition of the following good and services within the following categories:

Contract Categories

This contract includes 2 categories of Mail equipment, supplies, and services as listed below.

Category 1: Postage and Mailing Systems, Equipment, Accessories, Supplies and Service
Postage metering equipment, electronic scales, mail addressing equipment; and related accessories, supplies, and services.

Category 2: Mail Handling Equipment, Accessories, Supplies and Service
Mail tabbing, folding, inserting, and sealing equipment; date stamps, simple time clocks, check imprinting, endorsing, and bursting equipment, letter openers, mail slots; and related accessories, supplies and services.

Benefits and Cost Savings

Statewide contracts are an easy way to obtain benefits for your organization by leveraging the Commonwealth's buying power, solicitation process, contracting expertise, vendor management and oversight, and the availability of environmentally preferable products.

- Competitive Pricing
- Qualified and Experienced Vendors
- Delivery and installation are included in equipment pricing

Find Bid/Contract Documents

- To find all contract-specific documents, including the Contract User Guide, RFR, specifications, price sheets and other attachments, visit COMMBUYS.com and search for OFF39 to find related Master Blanket Purchase Order (MBPO) information.
- To find all contract-specific documents, including the Contract User Guide, RFR, specifications, and other attachments, visit COMMBUYS.com and search for OFF39 to find related Master Blanket Purchase Order (MBPO's) information.
- To find vendor-specific documents, including price sheets, see links to individual vendor MBPOs on the [Vendor Information](#) page.

Who Can Use This Contract

Applicable Procurement Law

Executive Branch Goods and Services: MGL c. 7, § 22; c. 30, § 51, § 52; 801 CMR 21.00;

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Updated: 06/18/2018

Page 2 of 9



Eligible Entities

Please see the standard list of Eligible Entities on our [Who Can Use Statewide Contracts](#) webpage.

1. Cities, towns, districts, counties and other political subdivisions;
2. Executive, Legislative and Judicial Branches, including all departments and elected offices therein;
3. Independent public authorities, commissions and quasi-public agencies;
4. Local public libraries, public school districts and charter schools;
5. Public hospitals owned by the Commonwealth;
6. Public institutions of higher education;
7. Public purchasing cooperatives;
8. Non-profit, UFR-certified organizations that are doing business with the Commonwealth;
9. Other states and territories with no prior approval by the State Purchasing Agent required; and
10. Other entities when designated in writing by the State Purchasing Agent.

Subcontractors

The awarded vendor's use of subcontractors is subject to the provisions of the Commonwealth's Terms and Conditions and Standard Contract Form, as well as other applicable terms of this Statewide Contract.

Construction Requirements

Purchasers must ensure that any services involving construction are limited to \$50,000 or less.

Purchasing entities are responsible for compliance with applicable construction law requirements. Information concerning specific M.G.L. c. 149 and c. 30 construction requirements may be found in the Office of the Inspector General's Public Procurement Charts at: www.mass.gov/ig/publications/guides-advisories-other-publications/procurement-charts-november-7-2016.pdf. It is the responsibility of the Eligible Entity to determine whether installation work includes construction as defined by M.G.L. c.149 or M.G.L. c.30, §39M. Chapter 30B Procurement Assistance from the Office of the Inspector General is available at mass.gov/ig/procurement-assistance. Access the 30B Hotline at 617-722-8838 or email them at: 30BHotline@massmail.state.ma.us.

See [Quotes Including Construction Services Requirements](#) below for information on quoting these types of projects.

Pricing, Quote and Purchase Options

Purchase Options

The purchase options identified below are the only acceptable options that may be used on this contract:

Equipment may be acquired via outright purchase, term-lease, or rental (not to exceed 6-months). Services may be acquired via outright purchase based upon time (hourly rate) and material pricing or fixed price pricing, e.g. annual maintenance contract.

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Updated: 06/18/2018

Page 3 of 9



All orders placed under this contract should include the following statement: "This order is placed under Statewide Contract OFF39." In addition, it is recommended that the following statement be included: "All terms and condition of Statewide Contract OFF39 are incorporated herein and made a part hereof. Conflicting or additional terms, conditions or agreements included in or attached to this form shall be considered to be superseded and void."

Product/Service Pricing and Finding Vendor Price Files

Product pricing may be found by the [vendor information](#) page, where links to all the vendors MBPO's should be provided.

Setting Up a COMMBUYS Account

COMMBUYS is the Commonwealth's electronic Market Center supporting online commerce between government purchasers and businesses. If you do not have one already, contact the COMMBUYS Help Desk to set up a COMMBUYS buyer account for your organization: (888)-627-8283 or COMMBUYS@state.ma.us.

When contacting a vendor on statewide contract, always reference OFF39 to receive contract pricing.

Where to Obtain Contract Information

Each of the vendors on this contract has been assigned a unique Master Blanket Purchase Order (MBPO) number. Vendor pricing is located in the cost table spreadsheet documents located in the attachments tab on the MBPO for each vendor.

To access vendor contracts, the Request for Response (RFR), related documents and form, please go to the COMMBUYS (www.commbuys.com) website. Click on "Contract & Bid Search," then select the "Contracts/Blankets" radio button.

- Enter "OFF39" in the Contract/Blanket Description field.
- Select "Statewide Contract" in the Type Code pull-down menu.
- Click "Find It"

Vendor forms prohibition

Vendors are prohibited from requiring buyers to sign any form that is not published under the OFF39 MBPO on COMMBUYS.

Credit accounts are not allowed under this contract. Vendors are prohibited from requiring insurance.

Quick Search in COMMBUYS

Log into COMMBUYS, and use the Search box on the COMMBUYS header bar to locate items described on the MBPO or within the vendor catalog line items. Select Contract/Blanket or Catalog from the drop-down menu.

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Updated: 06/18/2018

Page 4 of 9



How To Purchase From The Contract

- **Directly purchase fixed price items through COMMBUYS**

This contract allows buyers to find and quickly purchase specific products/services with pricing within COMMBUYS. In other words, it allows you to create a Release Requisition in COMMBUYS, submit the requisition for approval, and send the vendor a Release Purchase Order.

For a description of how to complete this purchase in COMMBUYS, visit the [Job Aids for Buyers](#) webpage and select:

- The *COMMBUYS Requisitions* section, and choose the *How to Create a Release Requisition and Purchase Order (Contract Purchase)* job aid.

Obtaining Quotes

Contract users should always reference OFF39 when contacting vendors to ensure they are receiving contract pricing. Quotes, not including construction services, should be awarded based on best value.

For a full description of how to complete a quote in COMMBUYS visit the [Job Aids for Buyers](#) webpage, and select:

- The *COMMBUYS Purchase Orders* section, and choose the *How to Create a Solicitation Enabled Bid Using a Release Requisition* job aid.

Prevailing Wage Requirements

The buyer has a legal obligation to request a prevailing wage schedule from the Department of Labor Standards (DLS) at www.mass.gov/dols. Questions regarding the Prevailing Wage Law may be answered by accessing the DLS website or by calling the DLS Prevailing Wage Program at (617) 626-6953.

If prevailing wage is required, make sure to include this information in your quotes or bids so vendors know to include prevailing wage.

Instructions for MMARS Users

MMARS users must reference the MA number in the proper field in MMARS when placing orders with any contractor. Contact the Comptroller Help and Support Desk at 617-973-2468 or via email at Comptroller.info@state.ma.us for additional support.

Environmentally Preferable Products (EPP)

[EPP Products and Services Guide](#)

Emergency Services

Many statewide contracts are required to provide products or services in cases of statewide emergencies. [ML - 801 CMR 21](#) defines emergency for procurement purposes. Visit the [Emergency Contact Information for Statewide Contracts](#) list for emergency services related to this contract.

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Updated: 06/18/2018

Page 5 of 9



Shipping/Delivery/Returns

All quotations shall be FOB destination. The term FOB destination shall mean delivered and unloaded to all the Commonwealth Departments, cities, towns and/or Political Subdivisions within the Commonwealth of Massachusetts, with all charges for transportation and unloading prepaid by the Bidder.

At the discretion of the Commonwealth, shipping charges may be negotiated and allowed under **extenuating circumstances** including, but not limited to: rush shipping requests by the Commonwealth Agency, oversized or heavy items being repaired, etc. This exception will only be allowed with an Agency request. Vendors are not allowed to request an exception for shipping charges."

Equipment Installation

All equipment prices **must** include delivery and installation statewide. The Contractor must coordinate the delivery of **both** their equipment and related start up supplies necessary to operate the equipment, to arrive simultaneously or within a mutually agreed upon time frame. All start up supplies must be labeled as "Start Up Supplies" and reference the eligible entity's purchase order number.

Contractor **must** affix a label or a decal to the equipment at the time of installation showing warranty period by dates, and the name, address, and telephone number of the OEM or Authorized Dealer responsible for warranty service of the equipment. The label should also identify the Model Number and the serial number/machine ID number and be legible.

It will be the Contractor's responsibility prior to delivery, to survey and review the particular installation location to ensure the existing proposed location meet the manufacturer's established installation criteria. If special installation is required, such as but not limited to rigging, the Contractor and Eligible Entity must negotiate and agree on a cost for the special installation and note it on the equipment confirmation form prior to releasing a purchase order. Should the proposed installation location not meet established installation criteria, the Contractor and the ordering Eligible Entity will attempt to locate an alternate mutually agreeable location for the equipment at the particular site.

In the event that a mutually agreeable location for the equipment, meeting the manufacturer's established installation criteria, is not available, the Contractor must not deliver the equipment and will request the Eligible Entity to cancel the order with no further obligations. Contractors not familiar with any location are strongly advised to personally view those locations prior to delivery. A lack of familiarity with a delivery location will in no way relieve a Contractor from its responsibility to fulfill its contractual obligations.

All equipment identified as EnergyStar compliant must be delivered and installed with the EnergyStar or similar power management features enabled.

Additional Information/FAQs

Geographical Service Area

https://www.sec.state.ma.us/cis/cispdf/County_Map.pdf

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Updated: 06/18/2018

Page 6 of 9



Product Specifications, including Environmental Standards and Requirements

All equipment identified as EnergyStar compliant must be delivered and installed with the EnergyStar or similar power management features enabled.

Warranties

Warranties are to be based on commercial use. A minimum of one (1) year commercial use warranty is required; it is desirable that the bidder offer more than one (1) year, at no additional cost. Additional warranty options must be addressed in narrative form in the response submission. Special Warranty issues on products or product lines should be outlined in bidders' response.

Extended Warranty

Bidders must offer an extended warranty on all products at a discounted rate. The discount rate should be clearly identified in the bid response.

Other Discounts

- **Prompt Pay Discounts:** A discount given to the buyer if paid within a certain time period. These discounts may be found in the [Vendor List and Information](#) section below. All discounts offered will be taken in cases where the payment issue date is within the specified number of days listed by vendor and in accordance with the Commonwealth's Bill Paying Policy. Payment days will be measured from the date goods are received and accepted / performance was completed OR the date an invoice is received by the Commonwealth, whichever is later to the date the payment is issued as an EFT (preferred method) or mailed by the State Treasurer. The date of payment "issue" is the date a payment is considered "paid" not the date a payment is "received" by a Contractor.
- **Volume Discounts:** discount is to buyer if a certain volume of product or service is purchased.
- **Dock Delivery Discount:** discount is provided if product is delivered directly to the loading dock

If the Needed Product Can Not be Found

If a product and/or services cannot be found in the vendor's price sheet, it is recommended to contact the vendor directly to inquire if it is available for purchase on this contract. If the product and/or service meets the scope of the product category, the vendor may be able to add it to their product offerings.

If the product is not listed in the scope of the product category, a buyer may contact the Strategic Sourcing Lead to inquire whether the product may be purchased.

Performance and Payment Time Frames Which Exceed Contract Duration

All term leases, rentals, maintenance or other agreements for services entered into during the duration of this Contract and whose performance and payment time frames extend beyond the duration of this Contract shall remain in effect for performance and payment purposes (limited to the time frame and services established per each written agreement). No written agreement shall extend more than 5 years beyond the current contract term of this Statewide Contract as stated

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Updated: 06/18/2018

Page 7 of 9

on the [first page](#) of this contract user guide. No new leases, rentals, maintenance or other agreements for services may be executed after the Contract has expired.

Memorandum of Understanding/Statement of Work

All orders placed under this contract should include the following statement: “This order is placed under Statewide Contract OFF39.” In addition, it is recommended that the following statement be included: “All terms and condition of Statewide Contract OFF39 are incorporated herein and made a part hereof. Conflicting or additional terms, conditions or agreements included in or attached to this form shall be considered to be superseded and void.”

Strategic Sourcing Team Members

- Vjollca Avrami, Teachers' Retirement System
- Joseph Bellofatto, Department of Revenue
- Karen Glass, Department of Developmental Services
- Thomas Stein, Department of Transportation

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Updated: 06/18/2018

Page 8 of 9



OPERATIONAL SERVICES DIVISION

Contract User Guide for OFF39

Vendor List and Information*

Vendor	Master Blanket Purchase Order #	COMMBUYS Catalog Punch Out Available	MMARS Vendor Code and Vendor Line	Contact Person	Phone #	Email	Categories	Discounts (PPD,	MBE MWBE WBE Veteran
Neopost	PO-17-1080-OSD03-SRC01-9001	No	VC6000264572 Line 2 - OFF39LEASES Line 3 - OFF39PURCHASE Line 3 - OFF39SERVICE	Jon Palermo	(781)505-9850	j.palermo@neopost.com	1 & 2	None	N/A
Bescorp Inc., d/b/a Formax	PO-16-1080-OSD03-SRC01-00000006122	No	VC6000064124 Line 2- OFF39PURCHASE Line 2 – OFF39SERVICE	Eric Royal	(603)749-5807 Ext. 39	eroyal@formax.com	2	2% @ 10days	N/A
Pitney Bowes	PO-16-1080-OSD03-SRC01-00000006120	No	VC6000199850 Line 1- OFF39LEASES Line 1 - OFF39PURCHASE Line 1 – OFF39SERVICE	Robert F. Mailo	(781)291-1719	bob.mailo@pb.com	1 & 2	None	N/A

*Note that COMMBUYS is the official system of record for vendor contact information.

NOTE: Contract User Guides are updated regularly. Print copies should be compared against the current version posted on mass.gov/osd.

Updated: 06/18/2018

Page 9 of 9